



January 19, 2021

## NOTICE OF VACANCY

All qualified applicants are enjoined to submit the following documents to the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the end of office hours on **January 29, 2021**:

1. Application letter; (**please indicate position title, Item number and department/office**)
2. Personal data sheet with recent passport-sized picture (CS Form No. 212 revised 2017);
3. Work Experience Sheet (CS Form No. 212 Attachment);
4. Copy of IPCR (latest rating period, for those employed in government);
5. Potential assessment rating signed by immediate supervisor (for employed applicants, form available at the HRMD);
6. Copy of authenticated eligibility and/or updated PRC ID; and
7. Transcript of Records (non-NEA applicants)

**ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.**

Applicants may also send their applications thru our e-mail address [nehrad2020@gmail.com](mailto:nehrad2020@gmail.com). Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

<b>Position Title</b>	<b>ATTORNEY III</b>
<b>Place of Assignment</b>	Legal Services Office (LSO)
<b>Item No.</b>	81
<b>Monthly Salary/ Salary Grade</b>	Php57,805.00/SG 21
<b>Qualification Standards</b>	<b>Education</b> : Bachelor of Laws <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : RA1080 (Bar) <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Deputy Administrator/ LSO Department Manager in the effective enforcement and implementation of NEA Issuances, Orders, Decisions, Memoranda, Policies and other directives and initiate legal proceedings for violation of any rule or regulation pursuant to authority of NEA under R.A. 10531;</li> <li>• Review/evaluate/draft contracts and any related contract/agreement entered into by NEA/ECs; Render legal opinion, comment, review on EC board resolutions, letter-inquiries, memos subject for review/approval of the Department Manager; Provide legal assistance in all matters pertaining to NEA/EC concerns;</li> </ul> <p style="text-align: right;"><i>Continue on the next page</i></p>

\*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

<p><b>Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Attend court hearings including preparation of court pleadings on cases filed/pending with any administrative agency/quassi-judicial tribunal involving NEA/ECs; Conduct fact-finding investigation as necessary, studies, evaluations of cases/complaints/issues forwarded for appropriate legal action, including EC adverse audit findings, and prepare/submit report on the fact-finding investigation/s conducted, subject for review/approval of the Department Manager/Deputy Administrator;</li> <li>• Attend meeting, conference, seminar, planning, consultation meeting, deliberation and any other activity/event involving the NEA/ECs, as assigned; and</li> <li>• Perform other duties that may be assigned by the Administrator, Deputy Administrator and LSO Department Manager from time to time.</li> </ul>
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<b>Position Title</b>	<b>COMMUNITY RELATIONS OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – EDU Consumer Development and Protection Division (IDD-CDPD)
<b>Item Nos.</b>	372
<b>Monthly Salary/ Salary Grade</b>	Php27,755.00/SG 14
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with knowledge in oral and written communication
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct Market/Consumer research on the development of new Information, Education and Communication (IEC) programs and projects;</li> <li>• Promote economically sustainable (livelihood) programs for the consumers; coordinates with and establishes linkages with LGU's, NGO's and other organizations for the sourcing of funds for these programs/projects;</li> <li>• Assist in the implementation of new policies and/or amendments to existing NEA Memoranda, Bulletins and issuances pertaining to the Organization of Member-Consumer-Owners (MCOs);</li> <li>• Assist in the implementation of strategies/recommendations to strengthen/promote Member Consumer Empowerment Program (MCEP), and other development programs and consumer services;</li> <li>• Prepare, evaluate and act on resolutions/queries/communication complaints; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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**ANASTACIA B. SUASI**

Division Manager

Human Resources Management

*Note: These positions are open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion.*

*Next-In-Rank employees should signify their interest by applying in writing otherwise they waive their rights to the vacant position/s.*